

**United States Department of the Interior  
Bureau of Land Management**

**CHARTER**

**NATIONAL HISTORIC OREGON TRAIL INTERPRETIVE CENTER  
ADVISORY BOARD**

1. **OFFICIAL DESIGNATION:** National Historic Oregon Trail Interpretive Center Advisory Board.
2. **PURPOSE:** The Advisory Board will develop recommendations and provide advice on matters pertinent to the Bureau of Land Management's responsibilities for the management of the National Historic Oregon Trail Interpretive Center in Oregon.
3. **ADVISORY BOARD OBJECTIVES AND SCOPE:** The Advisory Board will develop recommendations and provide advice regarding policies, programs, and long-range planning for the management, use, and further development of the Interpretive Center; establish a framework for an enhanced relationship and participation between the Bureau and the Oregon Trail Preservation Trust; ensure a financially secure, world class historical, and educational facility, operated through a partnership between the Federal Government and the community, thereby enriching and maximizing visitors' experiences to the region; and improve the coordination of advice and recommendations from the publics served.
4. **TERMINATION DATE:** The Bureau anticipates that a need for the Advisory Board will continue. Continuation of the Advisory Board will be subject to periodic review and renewal every 2 years as required by Section 14(b) of the Federal Advisory Committee Act, 5 U.S.C. Appendix.
5. **OFFICIAL TO WHOM THE ADVISORY BOARD REPORTS:** The Designated Federal Official to whom the Advisory Board reports is as follows:

District Manager, Vale District Office  
Bureau of Land Management  
Department of the Interior  
100 Oregon Street  
Vale, Oregon 97918
6. **ADMINISTRATIVE SUPPORT:** Administrative support and funding for the activities of the Advisory Board will be provided by the office of the Designated Federal Official.

7. **ESTIMATED ANNUAL COST:** Approximately 3 months of Federal employee support and \$6,000 will be expended annually. The Bureau will provide the staff support and funding.

8. **ADVISORY BOARD COMPOSITION AND SELECTION:** The Advisory Board composition and selection will be as follows:

a. The Advisory Board will be composed of seven members from within the State of Oregon. The Advisory Board members will be appointed and serve at the pleasure of the Secretary of the Interior.

b. Members to the Advisory Board will be appointed as follows:

- Wallowa Whitman Forest Supervisor, Forest Service, or his or her designee;
- A representative from Trail Tenders, Inc.;
- A representative from the Oregon Trail Preservation Trust;
- A representative from the business community;
- A representative of county or local elected office; and
- Two members of the public-at-large.

c. All members should have demonstrated the ability to analyze and interpret data and information, evaluate proposals, identify problems, represent their designated constituency, and promote the use of collaborative management techniques, such as long-term planning and further development of the Interpretive Center, interagency coordination, management across jurisdictional boundaries, data sharing, information exchange, and partnerships.

9. **ADVISORY BOARD MEMBER SERVICE:** The service of the Advisory Board members shall be as follows:

a. Advisory Board members will be appointed for 2-year terms, subject to removal by the Secretary of the Interior. At the discretion of the Secretary, members may be reappointed to additional terms. At the end of a member's term, he or she may continue to serve at the discretion of the Secretary of the Interior for an interim period, which will not exceed 120 days, in order to ensure continuity on the Council until a new appointment has been made.

b. The Chairperson of the Advisory Board will be selected by the Advisory Board at its first meeting. The term of the Chairperson will not exceed 2 years.

c. All members will serve without salary. Members may be reimbursed for travel and per diem expenses at the current rates for government employees in accordance with the Secretary's travel regulations for attendance at Advisory Board functions.

d. When any member fails to attend three consecutive meetings, the District Manager or his or her designee may deem that member's position on the Advisory Board to have been vacated (see paragraph 9e). Upon such determination, the District Manager will inform the member in writing that his or her service on the Advisory Board is terminated.

e. Vacancies occurring by reason of resignation, death, failure to regularly attend Advisory Board meetings (see paragraph 9d), or Secretarial removal will be filled for the balance of the vacating member's term in the same manner in which the original appointment was made.

f. Equal opportunity practices, in line with the Secretary's policies, will be followed in all appointments to the Advisory Board.

#### 10. ETHICS RESPONSIBILITIES OF MEMBERS:

a. A member may not participate in matters that will directly affect, or appear to affect, the financial interests of the member or the member's spouse or minor children. Compensation from employment does not constitute a financial interest of the member so long as the matter before the National Historic Oregon Trail Interpretive Center Advisory Board will not have a special or distinct effect on the member or the member's employer, other than as part of a class. The provisions of this paragraph do not affect any other statutory or regulatory ethical obligations to which a member may be subject, including those in b., below.

b. As provided in 43 CFR Sec. 1784.2-2, members of the Council shall be required to disclose their direct or indirect interest in leases, licenses, permits, contracts, or claims that involve lands or resources administered by the BLM, or in any litigation related thereto. No Council or subcommittee member shall participate in any matter in which the member has a direct interest.

11. DUTIES OF THE ADVISORY BOARD: The Advisory Board is authorized to gather and analyze information, hear public testimony, and develop recommendations with respect to matters relating to the Interpretive Center, including, but not limited to, the setting of goals and objectives; strategic planning; and support of educational, cultural, recreational, interpretive, volunteer, and capital improvement programs of the Interpretive Center. This may also include coordination of activities along the Oregon Trail; fostering communication within the region regarding the Interpretive Center's needs, programs, and activities; and establishing a State and regional context for the operation of the Interpretive Center. All decisions will be made through consensus and the Advisory Board will provide a forum for community contact. Decisions will be made by majority vote if the Advisory Board cannot reach unanimous consent.

12. ADVISORY BOARD MEETINGS: Meetings shall be conducted as follows:

a. Meetings of the Advisory Board shall be called by the District Manager, or his or her designee, or the Chairperson of the Advisory Board. The Designated Federal Officer required by the Federal Advisory Committee Act shall be the District Manager, or his or her designee, who shall attend all meetings of the Advisory Board. All such meetings shall be open to the general public and news media. Any organization, association, or individual may attend, file a statement with, or appear before the Advisory Board regarding a topic(s) on the meeting agenda--except the District Manager may require prior notification by those desiring to be heard, set per person presentation time limits, and require that the presentation be reduced to writing and that copies be filed with the Advisory Board.

b. A notice of each meeting of the Advisory Board will normally be published in the Federal Register and distributed to the appropriate news media 30 days in advance of such meeting. However, if urgent circumstances prevent a 30-day notice, not less than 15 days' notice will suffice. Notices will set forth the time and place of the meeting and issues to be discussed, as well as specific times for public presentation. If it becomes necessary to postpone or cancel an announced meeting, a subsequent notice will be published in the Federal Register and distributed to the District news media as early as possible and will explain the reason(s) for the postponement or cancellation.

c. Advisory Board agendas must be formally approved in advance by the District Manager or his or her designee.

d. The Advisory Board will normally meet two to four times annually, but in no case less than once. Additional meetings may be called by the Chairperson, with the concurrence of the District Manager.

13. ADVISORY BOARD RECORDS: Detailed minutes of each Advisory Board will be kept and will contain a record of the persons present; a complete and accurate description of matters discussed and conclusions reached; and copies of all documents received, issued, or approved by the Advisory Board. The accuracy of all minutes will be certified by the Advisory Board Chairperson. Copies of the minutes will be maintained in the Bureau's Oregon State Office and will be available for public inspection and copying during regular business hours by calling the State Office at 503-808-6306.

14. AUTHORITY: The establishment of the Advisory Board is in the public interest in connection with the duties and responsibilities delegated to the Bureau by the Secretary in managing and further developing the National Historic Oregon Trail Interpretive Center under the Federal Land Policy and Management Act.

GALE A. NORTON  
SECRETARY OF THE INTERIOR

12/29/2004  
Signed          Date

12/29/2004  
Date Charter Filed